

Contract Field Teams (CFT) Ordering Guide



Air Force Sustainment Command (AFSC) Specialized

Contracting Division (PZ)

**Contract Field Team, Indefinite Delivery Indefinite Quantity
(CFT IDIQ)**

This Ordering Guide sets forth the procedures for issuing task orders against the CFT IDIQ to support agency mission requirements for aircraft, other mission equipment as well as support equipment maintenance services.

Aircraft and Mission Equipment Maintenance Services

The CFT IDIQ contract provides contracted Aircraft, Mission Equipment and associated Support Equipment maintenance services for multiple Department of Defense (DoD) customers. This contract is available to customers from all DoD commands, with aircraft, tracked, wheeled and other types of mission equipment to include the associated requisite support equipment located within the Continental United States (CONUS) and Outside the Continental United States (OCONUS) Alaska, and Hawaii, as well as various overseas locations required by the DoD component. Basic requirements for required support maintenance services will be established at the Basic IDIQ contract level and can include:

- Organizational (O)-level maintenance for any weapon system to include but not limited to aviation platforms including rotary wing, tiltrotor, and Remotely Piloted Aircraft (RPA) as well as various wheeled, tracked, or other types of mission equipment at the primary station of assigned equipment. Additionally Transient Alert Aircraft Services are available under this IDIQ.
- Intermediate (I)-level maintenance for any of the above types of mission equipment due to extensive use at any specific location.
- Depot level-equipment to include modification, repair, Time Compliance Technical Order (TCTO) installation, and other heavy maintenance actions.
- Maintenance Support Activities, including but not limited to items such as Aircrew Flight Equipment (AFE) aerospace ground equipment maintenance, other mission support equipment, corrosion control and aircraft painting, and Aircraft Crash Recovery.

Individual Task Orders (TO) will contain requirements that are specific to each customer, equipment, and specific operating location. TOs may also include multiple MDS aircraft, mission equipment and support equipment which the contractor will be responsible for maintaining as required by respective Technical Directives. Each contractor awarded a TO will be responsible for the entire scope of specified O, I, and D-level maintenance, providing safe, mission-capable mission equipment and well-maintained support equipment ready to meet mission requirements.

Who Can Place Orders

Ordering is open to all DoD Service components through the CFT Office ((CFT PMO), AFSC/PZIY). Upon initial interest the requesting component/office will contact the CFT Program Manager Office ((CFT PMO) - AFSC/PZIY) to discuss scope and level of effort to determine if the scope of the effort is within the limitations of the CFT IDIQ. Once determined to be within CFT IDIQ scope the CFT PMO will provide the Requirements owner a list of required documents, templates and Forms required and timeline to facilitate and accomplish TO Award. Once the required documents and Forms are completed and reviewed and approved by the CFT PMO, the completed package will be turned over to the CFT Contracting Office for actions required to award the TO. Only CFT contracting officers may place orders against CFT contracts.

Task Order Requirements Package

1. Performance Work Statement, (PWS).
 - a. Will contain the various TO specific work requirements, team compliment, skills, location of work to be performed, etc. The PWS will be based upon the basic CFT IDIQ PWS and tailored to the individual TO specific requirements.

2. Quality Assurance Surveillance Plan, (QASP).
 - a. Will provide the requisite Inspection and Surveillance items and methodologies to accomplish.
 - b. Performance and schedule items to be surveilled, scored and reported will mirror the Task Order Service Summary as documented in the PWS.
3. Work Load Agreement, (WLA).
 - a. The WLA serves as the Memorandum of Understanding between; the Program Executive Officer/Director/(Funding OPR), the Host Activity/Installation Commander/Functional Services Manager (FSM), the CFT PO, and Defense Contract Management Agency (DCMA).
 - b. The WLA specifies and delineates responsibilities between the organizations to support the individual TO and ensure mission accomplishment.
4. Contracts Requirements Data List (DCRLs)
 - a. Individual CDRLs to be delivered to support the TO.
 - b. The associated Data Item Descriptions (DIDs)
 - c. Include deliver instructions
5. Request For Services Approval Document
 - a. Specific DoD component Services approval document required to support the acquisition of services per DFARS 237.40 and the Economy Act.
6. Affirmative Procurement Statement
7. Ozone Depletion Certificate
8. Non-Disclosure Agreement(s)
9. Certificate on Non-personal Services
10. DD254 Security Requirements, (If required by the TO)
11. Letter of Intent, to include the CFT PMO funding requirement
 - a. All CFT PMO efforts to support the TOs are fully cost recoverable.
12. Determinations and Findings (Time and Materials Efforts only)

Fair Opportunity Process

The CFT Procuring Contracting Officer (PCO) is authorized to place centralized TOs against this contract and is authorized to administer the TOs following award. In addition, the PCO may delegate post-award administration to the designated Administrative Contracting Officer (ACO) assigned to CFT. The PCO placing an order for subsequent TOs has broad discretion in setting the terms of competition for the TO as long as the acquisition process is in accordance with FAR 16.505 and this fair opportunity process. The PCO will identify the relative weights of evaluation factors in the Fair Opportunity Proposal Request (FOPR).

TO competition and TO process: TOs will be issued through a process utilizing a FOPR, proposal submission, proposal evaluation, and local procedures for legal review and approval to award. The CFT team will be available to provide guidance and limited evaluation support,

if needed.

Proposal Submission Process

Unless otherwise specified in a FOPR, the following defines the fair opportunity process, how TOs will be processed and priced, and how a TO will be awarded:

1. The PCO will issue a FOPR to all prime contractors within the respective bidding pool, unless a fair opportunity exception exists IAW FAR 16.505(b)(2). The FOPR will include a due date for proposal submission and a PWS that will include a detailed description of work to be accomplished, a listing of the deliverables required and any additional data, as appropriate. The FOPR will also include specific instructions for the submission of proposals.
2. The amount of time for proposal submission will be based on the complexity and urgency of the requirement and will be stated in individual FOPRs by the ordering organization. If unable to perform a requirement, contractors shall submit a "no proposal" reply in response to the proposal request. All "no proposal" responses shall include a brief statement as to why the contractor is unable to perform or propose.

a. Minimum Team Complement.

1. MTC is defined as 'the required minimum amount of staffing necessary for effective performance on each task order.' The Government has determined the minimum team complement based on agency needs for a particular location. **Any offer that does not meet the MTC will be ineligible for task order award.**
2. All Contractors are required to meet the MTC IAW Attachment A of the PWS. If a Contractor is not meeting the MTC (excluding Holiday Leave, Annual Leave, Sick Leave, FMLA Leave, Temporary Military Duty and standard backfill) then the PCO may request consideration that considers the hourly rate of the skill set as well as the length of time the MTC is not being met. The PCO will seek consideration by any means that are determined to be in the best interest of the Government for the Contractor's inability to successfully meet the MTC as set forth in the Basic contract PWS/task order PWS unless it was determined to be at the fault of the Government.
3. The Government considers only Contractor personnel who are actually on-site and working (excluding holiday leave, annual leave, sick leave, FMLA leave, temporary military duty and standard backfill) as countable towards the MTC. Contractors who are on leave (outside of the above listed) will not be allowed as countable towards the MTC.

b. Adequate Site Supervision

1. Each Contractor will be required to provide adequate supervision at each site IAW the task order PWS and other terms, conditions and instructions in the FOPR. Offerors on a task order will be required to submit a management plan with each task order proposal. The management plan shall clearly define, explain and quantify proposed Site Supervisors (indirect) as well as utilization of Team Leads (direct) for each site for the specific requirement. The management plan shall not exceed 2 pages and shall be submitted in Word or PDF format. **Any offer that does not provide an adequate management plan will be ineligible for task order award.**
2. Site Supervisors are defined as 'on-site, indirectly billed, overhead positions of the Contractor.' Site Supervisors will not count towards the team complement. Employees who spend a preponderance of their time performing non-maintenance per company internal specific activities are NOT considered Team Leads

and shall not be billed as direct employees to the Government; employees falling under that classification are considered management overhead.

3. Team Leads are defined as ‘directly billed personal who spend a preponderance of their time performing hands on, maintenance related activities.’ Team Leads may be used to “augment” supervision only and shall not be used in lieu of site supervisors, unless paragraph “e” below applies. To qualify for the definition of Team Lead and be eligible as direct billed employees, a Team Lead must spend the preponderance of their time performing hands on, maintenance related activities. Since Team Leads are direct billed employees they may be counted towards the team complement. Any bonus or extra pay provided to Team Leads is considered a Contractor overhead expense and is not directly reimbursable by the Government.

c. Transition

1. All CFT task orders will utilize a “transition in” Contract Line Item Number (CLIN). All anticipated “transition in” costs shall be separately proposed under the designated “transition in” CLIN. “Transition in” costs will be evaluated as part of the total evaluated price (TEP) of the task order. Example “transition in” costs may include (but are not limited to) all travel, per diem, training, tool shipments, lodging, on-site employee costs, etc. necessary to accomplish transitioning into the work site. Potential cost examples are meant as a guide only, as the Government cannot anticipate all costs a Contractor may encounter during transitioning into a site. “Transition in” should not include any direct labor costs (meaning “hands on” labor) planned to be incurred once performance begins. The Government may withhold payment of the “transition in” CLIN until the Contractor satisfies the terms of the initial manning requirements as defined in the task order. CFT task orders may utilize a transition out CLIN.

2. Each offeror is required to provide a Basis of Estimate for all Transition costs regardless of the proposed Transition price, even if \$0.00 or not proposed. The Basis of Estimate shall not exceed 2 pages and shall be submitted in Word or PDF format. **Any offer that does not contain a basis of estimate for transition costs regardless of the proposed transition price (even if \$0.00 or not proposed) will be ineligible for task order award.**

d. Price Proposals

1. The Total Evaluated Price (TEP) and CLINs for this requirement will be formulated as stated in the attached Pricing Sheet. Offerors shall complete the areas of the pricing sheet shaded in yellow. The Pricing Sheet shall be submitted in Excel format only. Offerors may NOT utilize their own format to respond to the pricing requirement. Formulas are included for calculations (please check all calculations). All proposed rates/prices shall contain no more than two decimal places. Any price proposal that contains rates/prices with more than two decimal places (including the electronic format) will be ineligible for task order award. **The FFP rates listed in the pricing sheet per skill set will be utilized during the life of the task order to increase or decrease the MTC by 25%. Any revision to FFP rates by a revised NWD or incorporation or revision of a CBA will then be utilized for increase or decrease of MTC by 25% for the life of the task order.**

2. The Government requires a Full Time Equivalent (FTE) 1,912 hours for each skill set provided in the attached Contractor Pricing Sheet. Listed on the pricing sheet are the total skills the Government identified as required to adequately support historical and anticipated workload described in the attached PWS. Each offeror is required to propose an hourly rate for ALL skills and categories on the attached Contractor Pricing Sheet. **Any price proposal that does not contain proposed hourly rates for ALL skills and hours will ineligible for task order award.**

3. Offerors shall propose In Accordance With (IAW) with their Not To Exceed (NTE) rates established in the Labor Category Rate Matrix, Attachment 2 to the basic contract. Any price proposal that contains

rates that exceed basic contract NTEs for any period requested in the task order solicitation will be ineligible for task order award. NTE rates may be waived due to locality or Collective Bargaining Agreement.

4. Offerors shall use the most current CFT NWD (National Wage Determination) attached to the basic contract or Collective Bargaining Agreement, as of the date of the FOPR, when developing task order proposals.

e. **Mission Essential**

1. Each FOPR may specify if a Mission Essential Contractor Services Plan (MECSP) is required. The plan will describe how it will continue to perform essential contractor services at the site during periods of crisis IAW the task order PWS and other terms, conditions and instructions in the task order solicitation. Offerors are required to submit their MECSP with the task order proposal. The MECSP shall at a minimum address ALL the inquiries in DFARS 252.237-7024 (b)(2). The Mission Essential Plan shall not exceed 2 pages (2 single pages or 1 page front and back) and shall be submitted in Word or PDF format. Any offer that does not provide Mission Essential Plan will be ineligible for task order award.

3. **Other Relevant Information.**

a. The government reserves the right to reject any task order proposal that is determined to be unrealistic including proposed contract terms and conditions, or unreasonably high or unrealistically low in price. During evaluation, if the Government determines that the proposal is deemed to reflect an inherent lack of competence or failure to comprehend the complexity and risks of the applicable task it may not be considered for further evaluation. The Government may request data other than certified cost or pricing data to assist in this evaluation.

b. In the event that adequate competition (two or more proposals per the FAR) is not obtained following issuance of a FOPR, the Government may extend the proposal due date and require all Contractors in the eligible competition pool to submit a proposal in response to the FOPR.

4. **Proposal Preparation.** The contractor shall assume all costs associated with preparation of proposals for TO awards under the proposal process. The Government will not reimburse awardees for proposals as a direct or indirect charge.

5. **FOPR Cancellation.** In the event issues pertaining to an issued FOPR cannot be resolved, the PCO reserves the right to withdraw and cancel the proposed FOPR. In such event, all MAC contractors shall be notified in writing of the CO's decision. This decision is final and conclusive and shall not be subject to the "Disputes" clause or the "Contract Disputes Act."

6. **TO Award.** Each FOPR will provide the basis of award IAW FAR 16.5.

7. **Issuance.** The successful Offeror and unsuccessful Offerors will be notified of TO award by email. Awarded TOs may be issued by email, regular mail or facsimile. It is anticipated that all awarded TOs will be issued electronically. If mailed, a TO is considered "issued" when the Government deposits the order in the mail.

8. **Unauthorized Work.** The contractor is not authorized at any time to commence TO performance prior to issuance of a signed TO or other written approval provided by the PCO to begin work.

9. **Funding Restrictions.** No unfunded TOs are allowed. TOs may be incrementally funded IAW FAR and other agency funding restrictions.

10. **Protest.** IAW FAR 16.505(a)(10), a protest is not authorized in connection with the issuance or proposed issuance of an individual TO except a protest on the grounds that the order increases the scope, period, or maximum value of the contract under which the order is issued; or a protest of an order valued in excess of \$25 million.

Selection Criteria for TO Award

Each Task Order will be awarded to the offeror whose proposal is deemed the best value to the Government based upon an integrated assessment using the evaluation criteria established in the FOPR. The FOPR will establish the selection factors and the order of importance for each Task Order. Task Order award decisions shall evaluate price and quality of service. Quality of service evaluations will consider one or more non-cost evaluation factors such as past performance, compliance with solicitation requirements, management capability, transition planning, and/or mission essential planning.

TO Period of Performance

TOs may have a Period of Performance (PoP) of up to a base year plus four option years (five years total). Additionally, a TO may go beyond five years if there is a need to exercise FAR clause 52.217-8, Option to Extend Services.

Contractor Performance Assessment Reporting System (CPARS)

An assessment of the Contractor's performance will be conducted annually combining the monthly 104 reports from the individual TO Contracting Officer Representative (COR) to the CFT PMO. It is very important for customers to adhere to the established ratings and definitions to ensure CFT IDIQ contractors are rated accurately and fairly. The evaluation and resultant rating will be entered into the rating system, CPARS. The annual CPAR will be rated on the following five categories: Quality, Schedule, Management, Regulatory and Other. The following table lists the possible ratings and its definition.

| Rating | Definition |
|--------------|---|
| Exceptional | Performance meets contractual requirements and exceeds <i>many</i> to the Government's benefit. Few minor problems which corrective actions taken by KTR were highly effective. |
| Very Good | Performance meets contractual requirements and exceeds <i>some</i> to the Government's benefit. Some minor problems which corrective actions taken by KTR were effective. |
| Satisfactory | Performance meets contractual requirements. Some minor problems which corrective actions taken by KTR appear or were satisfactory. |
| Marginal | Performance does not meet <i>some</i> contractual requirements. Reflects serious problem which KTR has not yet identified corrective action. |

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|----------------|---|
| Unsatisfactory | Performance does not meet <i>most</i> contractual requirements and recovery is not likely in a timely manner. Reflects serious problem which KTRs corrective actions appear or were ineffective. |
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Awardees Information

| Contract Number | Company | Primary POC | Email Address |
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Government Points of Contact Information

| Title | Name | Organization | Email Address |
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